

**ADMINISTRATIVE/EXECUTIVE GROUP  
SUMMARY**

	<b>Page #</b>	<b>Approp</b>	<b>Revenue</b>	<b>Local Cost</b>
<b><u>GENERAL FUND</u></b>				
BOARD OF SUPERVISORS	2	4,237,112	-	4,237,112
CLERK OF THE BOARD	4	931,793	95,675	836,118
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	6	4,452,965	275,987	4,176,978
LITIGATION	8	1,709,664	900,000	809,664
JOINT POWER LEASES	10	23,068,480	-	23,068,480
COUNTY COUNSEL	21	6,959,841	3,696,950	3,262,891
HUMAN RESOURCES:				
HUMAN RESOURCES	23	9,457,530	4,283,077	5,174,453
EMP HEALTH & WELLNESS	26	1,600,000	1,600,000	-
UNEMPLOYMENT INSURANCE	28	1,500,000	-	1,500,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	36	11,722,743	6,431,886	5,290,857
EMERGING TECHNOLOGIES	39	1,792,210	273,940	1,518,270
LOCAL AGENCY FORMATION COMMISSION	49	161,353	-	161,353
SCHOOL CLAIMS	50	1,186,804	-	1,186,804
SUPERINTENDENT OF SCHOOLS	51	282,224	-	282,224
TOTAL GENERAL FUND		<u>69,062,719</u>	<u>17,557,515</u>	<u>51,505,204</u>
COUNTY ADMINISTRATIVE OFFICE:				
CONTINGENCIES AND RESERVES	12	48,516,783		
NON-DEPARTMENTAL REVENUE	14	6,000,000	325,363,108	
<b><u>SPECIAL REVENUE FUNDS</u></b>				
		<b>Approp</b>	<b>Revenue</b>	<b>Fund Balance</b>
COUNTY ADMINISTRATIVE OFFICE:				
MASTER SETTLEMENT AGREEMENT	17	26,947,289	20,433,000	6,514,289
HUMAN RESOURCES:				
COMMUTER SERVICES	29	566,502	277,000	289,502
EMPLOYEE BENEFITS & SERVICES	30	2,621,200	1,022,439	1,598,761
TOTAL SPECIAL REVENUE FUNDS		<u>30,134,991</u>	<u>21,732,439</u>	<u>8,402,552</u>
<b><u>INTERNAL SERVICES FUNDS</u></b>				
		<b>Operating Expense</b>	<b>Revenue</b>	<b>Revenue Over (Under) Exp</b>
HUMAN RESOURCES:				
RISK MANAGEMENT	31	4,259,651	4,259,651	-
INSURANCE PROGRAMS	34	46,735,896	49,765,885	3,029,989
INFORMATION SERVICES:				
COMPUTER OPERATIONS	43	20,177,069	20,177,069	-
NETWORK SERVICES	46	20,172,114	18,172,114	(2,000,000)
TOTAL INTERNAL SERVICE FUNDS		<u>91,344,730</u>	<u>92,374,719</u>	<u>1,029,989</u>
<b><u>ENTERPRISE FUNDS</u></b>				
COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	19	53,115,289	53,115,289	-

## OVERVIEW OF BUDGET

**DEPARTMENT: BOARD OF SUPERVISORS**  
**BUDGET UNIT: AAA BDF**

### I. GENERAL PROGRAM STATEMENT

The Board of Supervisors is the governing body of county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation	3,608,105	3,999,435	4,017,618	4,237,112
Local Cost	3,608,105	3,999,435	4,017,618	4,237,112
 Budgeted Staffing		39.5		39.8

Variances between actual and budget for 2001-02 were caused by MOU increases and termination pay costs associated with staff retirements. Not reflected in the budgeted appropriations above is a mid-year increase of \$131,210. With the addition of the mid-year increase, the Board was under budget by \$113,027.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Salary and benefit costs have increased due to step advances and minor staffing adjustments resulting in a net increase of .3 budgeted staffing positions.

#### PROGRAM CHANGES

The services and supplies budget has been reduced to provide funding for staffing. Other charges and equipment decreased to reflect a lease-purchase that has been paid. Transfers to Real Estate Services increased to reflect incremental lease costs.

GROUP: Administrative/Executive DEPARTMENT: Board of Supervisors FUND: General AAA BDF			FUNCTION: General ACTIVITY: Legislative and Administration		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	3,321,101	3,275,954	3,586,570	28,944	3,615,514
Services and Supplies	574,746	610,455	537,291	(25,809)	511,482
Central Computer	34,735	34,735	34,960	-	34,960
Other Charges	-	375	375	(375)	-
Equipment	14,238	8,250	8,250	(8,250)	-
Transfers	72,798	69,666	69,666	5,490	75,156
Total Appropriation	4,017,618	3,999,435	4,237,112	-	4,237,112
Local Cost	4,017,618	3,999,435	4,237,112	-	4,237,112
Budgeted Staffing		39.5	39.5	0.3	39.8

## BOARD OF SUPERVISORS

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>310,616</u>	MOU and retirement increases.
Services and Supplies	<u>(73,164)</u>	Inflation, risk management liabilities, EHAP and 2% budget reduction.
Central Computer	<u>225</u>	
Total Appropriation Change	237,677	
Total Revenue Change	-	
Total Local Cost Change	237,677	
Total 2001-02 Appropriation	3,999,435	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	3,999,435	
Total Base Budget Appropriation	4,237,112	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	4,237,112	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>28,944</u>	Step advancements and staffing adjustments.
	<u>28,944</u>	
Services and Supplies	<u>(25,809)</u>	Reduced to provide funding for staffing.
	<u>(25,809)</u>	
Other Charges	<u>(375)</u>	Decrease in interest charges to reflect a lease-purchase that has been paid.
	<u>(375)</u>	
Equipment	<u>(8,250)</u>	Decrease in principal charges to reflect a lease-purchase that has been paid.
	<u>(8,250)</u>	
Transfers	<u>5,490</u>	Estimated increase in lease costs.
	<u>5,490</u>	
Total Appropriation	-	
Local Cost	-	

## OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD  
CLERK OF THE BOARD: J. RENEE BASTIAN  
BUDGET UNIT: AAA CBD

### I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board of Supervisors and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares and distributes the board agenda; prepares, publishes and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and ColDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements and ordinances; and maintains the roster of all committees, commissions, public agencies, and conflict of interest files for county departments, committees, commissions, and public entities.

### II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	664,451	868,293	835,909	931,793
Total Revenue	91,826	70,000	82,285	95,675
Local Cost	572,625	798,293	753,624	836,118
Budgeted Staffing		15.0		15.0

#### Workload Indicators

Board Agenda Items	3,744	3,000	3,598	3,500
Assessment Appeals	2,593	3,000	2,454	3,500
Licenses	130	225	125	300
Notice of Determination	1,093	1,100	489	1,550
Resolutions	260	600	309	600
Conflict of Interest Fillings	1,388	2,000	1,103	1,500
Customer Service Hours	5,000	5,000	5,000	5,000

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

# CLERK OF THE BOARD

GROUP: Administrative/Executive  
DEPARTMENT: Clerk of the Board  
FUND: General AAA CBD

FUNCTION: General  
ACTIVITY: Legislation and Administration

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	581,741	698,549	755,551	-	755,551
Services and Supplies	234,013	149,589	137,094	25,675	162,769
Central Computer	20,155	20,155	13,473	-	13,473
Total Appropriation	835,909	868,293	906,118	25,675	931,793
<b>Revenue</b>					
License & Permits	34,100	26,000	28,000	-	28,000
Current Services	1,821	2,000	2,000	475	2,475
State, Fed or Gov't Aid	24,384	20,000	20,000	-	20,000
Other Revenue	21,980	22,000	20,000	25,200	45,200
Total Revenue	82,285	70,000	70,000	25,675	95,675
Local Cost	753,624	798,293	836,118	-	836,118
Budgeted Staffing		15.0	15.0		15.0

## Total Changes in Board Approved Base Budget

Salaries and Benefits	<u>57,002</u>	MOU and retirement.
Services and Supplies	<u>4,569</u>	Inflation, risk management liabilities, 2420 one-time shift.
	<u>(17,064)</u>	2% budget reduction.
	<u>(12,495)</u>	
2410 Central Computer	<u>(6,682)</u>	
Total Appropriation Change	37,825	
Total Revenue Change	-	
Total Local Cost Change	37,825	
Total 2001-02 Appropriation	868,293	
Total 2001-02 Revenue	70,000	
Total 2001-02 Local Cost	798,293	
Total Base Budget Appropriation	906,118	
Total Base Budget Revenue	70,000	
Total Base Budget Local Cost	836,118	

## Board Approved Changes to Base Budget

Services and Supplies	<u>25,675</u>	Increase in general office expense.
Total Appropriation	<u>25,675</u>	
Total Revenue	<u>25,675</u>	Board approved fees.
Local Cost	<u>-</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON**  
**BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)**

### I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget. Legislative functions at Washington, DC and Sacramento are also included in this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	3,272,971	3,823,039	3,455,918	4,452,965
Total Revenue	223,898	156,384	186,110	275,987
Local Cost	3,049,073	3,666,655	3,269,808	4,176,978
Budgeted Staffing		32.5		33.5

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Staffing changes approved mid-year include the reduction of 3.5 positions for a contract management unit that were transferred to the Purchasing Department and the addition of 2.0 Administrative Analyst II positions for special projects and 1.0 Administrative Analyst III position for legislation.

Changes for 2002-03 include the addition of 1.0 Administrative Analyst III position to coordinate the county's state mandated cost reimbursement (SB 90) program. The cost of this position will be reimbursed from SB 90 revenues. The addition of 1.0 Clerk II position is also included and will replace a temporary, unbudgeted PSE position to assist the Public Information Officer. Conversion of a budgeted PSE in the legislative office to a half-time Clerk I position, resulting in a .5 staffing decrease, is also included as a staffing change.

#### **PROGRAM CHANGES**

The services and supplies budget has been reduced to provide the funding necessary in salaries and benefits to fund the new Clerk II position, the change in the exempt MOU, and to provide funding for step increases. These decreases are offset by a projected increase in revenue from the legislative services contract with Riverside County. In final budget action, services and supplies was increased for unspent authority for departmental audits that was approved in the 2001-02.

<b>GROUP: Administrative/Executive</b> <b>DEPARTMENT: County Administrative Office</b> <b>FUND: General AAA CAO</b>			<b>FUNCTION: General</b> <b>ACTIVITY: Legislative and Administration</b>		
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	2,875,302	3,069,173	3,373,265	174,236	3,547,501
Services and Supplies	733,447	892,754	887,687	142,861	1,030,548
Central Computer	25,528	25,528	33,607	-	33,607
Other Charges	-	300	300	1,700	2,000
Equipment	5,220	24,400	24,400	1,600	26,000
Transfers	52,097	46,560	46,560	7,116	53,676
Total Exp Authority	3,691,594	4,058,715	4,365,819	327,513	4,693,332
Less:					
Reimbursements	(235,676)	(235,676)	(235,676)	(4,691)	(240,367)
Total Appropriation	3,455,918	3,823,039	4,130,143	322,822	4,452,965
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	186,110	156,384	156,384	119,603	275,987
Total Revenue	186,110	156,384	156,384	119,603	275,987
Local Cost	3,269,808	3,666,655	3,973,759	203,219	4,176,978
Budgeted Staffing		32.5	32.0	1.5	33.5

# COUNTY ADMINISTRATIVE OFFICE

## Total Changes Included in Board Approved Base Budget

Salaries and Benefits	206,400	MOU and retirement increases.
	8,070	Contract increase for Associate Legislative Advocate. Approved by Board on July 10, 2001.
	(194,001)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on September 17, 2001.
	11,173	Increase for CAO. Approved by Board on October 2, 2001.
	176,000	Add 2 Admin Analyst II Positions. Approved by Board on January 29, 2002.
	96,450	Add 1 Admin Analyst III position for legislation. Approved by Board on February 5, 2002.
	<u>304,092</u>	
Services and Supplies	16,389	Inflation, risk management liabilities and EHAP.
	200,000	One time central computer charges audit.
	(81,097)	2% budget reduction.
	(5,000)	Transfer budget for cost of tour to Grand Jury budget unit.
	(42,999)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on September 17, 2001.
	(92,360)	Transfer budget to Real Estate Services for department head. Approved by Board on October 30, 2001.
	<u>(5,067)</u>	
Central Computer	<u>8,079</u>	
Total Appropriation Change	307,104	
Total Revenue Change	-	
Total Local Cost	307,104	
Total 2001-02 Appropriation	3,823,039	
Total 2001-02 Revenue	156,384	
Total 2001-02 Local Cost	3,666,655	
Total Base Budget Appropriation	4,130,143	
Total Base Budget Revenue	156,384	
Total Base Budget Local Cost	3,973,759	

## Board Approved Changes to Base Budget

Salaries and Benefits	110,642	Add one Administrative Analysts III position for coordination of SB90 program.
	33,124	Add one Clerk II position to provide assistance to Public Information Officer.
	14,400	MOU Increase moved from services and supplies to salaries and benefits.
	16,070	Move budget to salaries and benefits to cover step increases.
	<u>174,236</u>	
Services and Supplies	203,219	Reappropriate 2001-02 unspent authority for departmental audits.
	(60,358)	Decrease services and supplies to help offset cost of new Clerk II position, step increases, increase in auto allowance and lease-purchase of photocopier.
	<u>142,861</u>	
Other Charges	<u>1,700</u>	Lease-purchase of photocopier.
Equipment	<u>1,600</u>	Lease-purchase of photocopier.
Transfers	<u>7,116</u>	Increase in budget for Sacramento office rent. Actual increase only \$1,500.
Reimbursements	(4,691)	Increase reimbursement from the Health Care Costs budget unit to reflect increased salary costs. This reimbursement funds 10% of a Deputy CAO and 50% of an Administrative Analyst III for budget assistance and maintenance of the Medical Center debt issues.
Total Appropriations	<u>322,822</u>	
Revenue		
State and Federal Aid	119,603	Revenue from SB90 program to offset the cost of an additional Admin Analyst III position and estimate of additional contract revenues from Riverside County for salary and benefit increases of legislative staff.
Total Revenue	<u>119,603</u>	
Local Cost	<u>203,219</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON**  
**BUDGET UNIT: LITIGATION (AAA LIT)**

### I. GENERAL PROGRAM STATEMENT

The litigation budget funds external attorney services and other litigation related expenses. There is no staffing associated with this budget. The Board approved the establishment of this budget unit in 2001-02.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	-	-	3,808,878	1,709,664
Total Sources	-	-	2,235,003	900,000
Local Cost	-	-	1,573,875	809,664

Actual costs for 2001-02 represent payments for outside legal services and payment of Fair Labor Standards Act (FLSA) lawsuit settlements. Sources reflect a portion of restitution proceeds from the ongoing corruption litigation in an amount sufficient to offset the related legal expenditures in this budget unit for 2001-02.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### PROGRAM CHANGES

During 2001-02, the Board approved the transfer of \$809,664 in expenditure authority from the non-departmental budget to this new budget unit to allow better tracking of expenses related to external attorney services. An additional \$900,000 of appropriation authority, to finance the ongoing corruption litigation, will be funded from restitution proceeds that have been set-aside for this purpose.

<b>GROUP: Administrative/Executive</b> <b>DEPARTMENT: County Administrative Office - Litigation</b> <b>FUND: General AAA LIT</b>			<b>FUNCTION: General</b> <b>ACTIVITY: Legislative and Administration</b>		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	3,808,878	-	1,709,664	-	1,709,664
Total Appropriation	3,808,878	-	1,709,664	-	1,709,664
<b><u>Revenue</u></b>					
Other Revenue	2,235,003	-	-	-	-
Total Revenue	2,235,003	-	-	-	-
Operating Transfers In	-	-	900,000	-	900,000
Total Sources	2,235,003	-	900,000	-	900,000
Local Cost	1,573,875	-	809,664	-	809,664



## COUNTY ADMINISTRATIVE OFFICE

Total Changes in Board Approved Base Budget		
Services and Supplies	809,664	Full year funding of the appropriation transfer from the non-departmental budget to establish a separate litigation fund. Approved by the Board on January 29, 2002.
	900,000	Estimated cost of the ongoing corruption litigation in 2002-03. An increase in the cost of this contract was approved by the Board on March 13, 2002.
	<u>1,709,664</u>	
Operating Transfer In	900,000	Estimated cost of the ongoing corruption litigation in 2002-03. This operating transfer is from the litigation proceeds from this lawsuit. On January 29, 2002 the Board approved the use of these proceeds to pay for attorneys fees related to this lawsuit.
Total Sources	<u>900,000</u>	
Local Cost	<u>809,664</u>	
Total Appropriation Change	1,709,664	
Total Revenue Change	900,000	
Total Local Cost Change	809,664	
Total 2001-02 Appropriation	-	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	-	
Total Base Budget Appropriation	1,709,664	
Total Base Budget Revenue	900,000	
Total Base Budget Local Cost	809,664	

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE  
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON  
BUDGET UNIT: JOINT POWERS LEASES (AAA JPL)

### I. GENERAL PROGRAM STATEMENT

This component funds the cost of long-term lease payments for joint power facility agreements. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	27,425,810	23,569,659	21,109,895	23,068,480
Total Revenue	855,000	-	629,201	-
Local Cost	26,570,810	23,569,659	20,480,694	23,068,480

2001-02 actual expenditures are under budget due to savings of \$2.1 million on the refinancing of the 1992 Justice Center/Airport Improvement project and savings in interest expense on the county's variable rate debt due to historical lows in short-term interest rates. These savings were partially offset by an arbitrage rebate payment of \$.7 million. This payment, which is a rebate of excess investment earnings on bond proceeds, covered the period from February 1992 through February 2002. Revenues include \$97,000 from the closing of inactive bond funds and \$.5 million that was originally budgeted as an expense reimbursement.

Leases Included in this budget for 2002-03 are:

1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Pre-School Building)	1,337,923
County Government Center	3,170,610
West Valley Detention Center	8,571,041
Glen Helen Blockbuster Pavilion	1,772,650
Justice Center/Chino Airport Improvements	6,299,510
Subtotal	21,151,734
Reduction of Glen Helen Taxable Debt	3,200,000
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing, Audit and Arbitrage Services, etc.)	988,478
Reimbursements**	(2,271,732)
	23,068,480

\*\* Reimbursements reflect Preschool building rents, Chino Airport rents, lease payments from Glen Helen Blockbuster Pavilion and a transfer from the utilities budget (to reflect savings from ENVEST project).

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

The 2002 refinancing of the Justice Center/Airport Improvements project resulted in \$2.1 million in general fund savings in 2001-02 and will produce another \$23,744 in general fund savings in 2002-03. The 2001 West Valley Detention Center refinancing will produce \$1,055,777 in general fund savings in 2002-03. This makes a total of \$3.2 million available for expenditure. This money will be used to pay down the Glen Helen taxable debt. A reduction of \$3.2 million will reduce annual interest expense on this debt by an average of \$100,000 over the next 22 years and decrease the required appropriation in this budget unit an average of \$260,000 per year over the next 22 years. This appropriation will now be available for allocation to other programs.

# COUNTY ADMINISTRATIVE OFFICE

GROUP: Administrative/Executive  
DEPARTMENT: County Administrative Office - Joint Powers Leases  
FUND: General AAA JPL

FUNCTION: General  
ACTIVITY: Property Mgmt

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Services and Supplies	22,505,186	25,851,109	25,343,930	(3,718)	25,340,212
Total Exp Authority	22,505,186	25,851,109	25,343,930	(3,718)	25,340,212
Less:					
Reimbursements	(1,395,291)	(2,281,450)	(2,275,450)	3,718	(2,271,732)
Total Appropriation	21,109,895	23,569,659	23,068,480	-	23,068,480
<b>Revenue</b>					
Other Revenue	629,201	-	-	-	-
Total Revenue	629,201	-	-	-	-
Local Cost	20,480,694	23,569,659	23,068,480	-	23,068,480

## Total Changes in Board Approved Base Budget

Services and Supplies	(3,013,525)	Final lease payment on the 92 equipment refinancing project.
	(7,632)	Minor lease payments changes per annual lease schedule.
	52,881	Increase lease payments to correct prior budgeting practice of offsetting lease payments by rebatable arbitrage.
	333,661	Increase in debt administration due to an anticipated rebate of arbitrage.
	2,127,436	2001-02 general fund savings from the refinancing of the Justice Center/Airport Improvement Project.
	<u>(507,179)</u>	
Reimbursements	6,000	Changes in anticipated reimbursement from Glen Helen Blockbuster Pavillion receipts and rents received from Preschool Services for Ontario building per payment schedules.
Total Appropriation Change	(501,179)	
Total Revenue Change	-	
Total Local Cost Change	(501,179)	
Total 2001-02 Appropriation	23,569,659	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	23,569,659	
Total Base Budget Appropriation	23,068,480	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	23,068,480	

## Board Approved Changes to Base Budget

Services and Supplies	(1,055,777)	Reduce lease payments by the savings generated from refinancing of 2001 West Valley Detention Center Project.
	1,055,777	Use of Savings from Refinancing of 2001 West Valley Detention Center Project to reduce the Glen Helen taxable debt.
	(27,462)	Reduce lease payments by the savings generated from refinancing - 2002 Justice Center/Airport Improvements Refinancing project.
	2,144,223	Use of Savings generated by refinancing - 2002 Justice Center/Airport Improvements Refinancing to reduce the Glen Helen taxable debt.
	<u>(2,120,479)</u>	2001-02 savings generated by refinancing of Justice Center/Airport Improvement project.
	<u>(3,718)</u>	
Reimbursements	3,718	Decrease in anticipated reimbursement from rent for the Chino Airport.
Total Appropriations	-	
Total Revenue	-	
Local Cost	-	

## OVERVIEW OF BUDGET

**DEPARTMENT:** COUNTY ADMINISTRATIVE OFFICE  
**COUNTY ADMINISTRATIVE OFFICER:** JOHN MICHAELSON  
**BUDGET UNIT:** CONTINGENCIES AND RESERVES  
(AAA CNA, CNG, CNR, CON)

### I. GENERAL PROGRAM STATEMENT

Board Policy requires the county to maintain an appropriated contingency fund to accommodate unanticipated operational changes, legislative impacts or other economic events affecting the county's operations which could not have reasonably been anticipated at the time the budget was prepared. Funding for contingencies is targeted at 1.5% of locally funded appropriations. The contingency budget also includes an annual base allocation of \$1,000,000 for high priority district and program needs. Final budget action includes a provision that allocates any difference between estimated and final fund balance to contingencies. Any such difference is allocated to the set aside for specific uncertainties.

County reserves include both general purpose and specific purpose reserves. General purpose reserves are funds held to protect the county from unforeseen increases in expenditures or reductions in revenues, or other extraordinary events, which would harm the fiscal health of the county. Board policy requires the establishment of an ongoing general purpose reserve for the general fund targeted at 10% of locally funded appropriations. Specific reserves are funds held to meet future known obligations or to build a reserve for capital projects.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Contingencies				
Per County Policy	-	4,530,000	-	4,790,447
Set aside for Grant Matches	-	1,100,000	-	-
Set aside for Specific Uncertainties	-	23,665,771	-	41,081,132
Transfers - High Priority Policy Needs	457,000	2,101,175	455,971	2,645,204
	<u>457,000</u>	<u>31,396,946</u>	<u>455,971</u>	<u>48,516,783</u>

Actual uses of contingencies are reflected in departmental budget units.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### A. Contingencies

A base allocation to the contingency budget of \$4,790,447 is established pursuant to Board policy, based on 1.5% of the projected locally funded appropriations of \$319.3 million. An additional base allocation of \$1,000,000 (transfers) is established for high priority district and program needs.

In final budget action, the Board allocated an additional \$41,081,132 of available financing to contingencies. This amount is set aside for specific uncertainties. Specific uncertainties include uncertainty surrounding state finances, salary negotiations with the county's safety employees whose contract expires on December 13, 2002, and rising retirement costs due to lower than expected returns in the Retirement Board's investment portfolio. The Board also re-appropriated the unspent allocation of \$1,645,204 of the 2001-02 high priority needs to the 2002-03 budget bringing the total to \$2,645,204.

#### B. Reserves/Designations

General purpose reserves are increased by \$1.7 million to conform to the Board policy. This increase is based on 10% of the projected locally funded appropriations of \$319.3 million and brings the balance of general purpose reserves to \$31.9 million.

## COUNTY ADMINISTRATIVE OFFICE

During 2001-02 the Board approved the use of \$250,000 of the Justice Facilities Reserve for the Foothill Law and Justice Center Program Logic Control Replacement Project. The Board also approved the cancellation of the planned contribution of \$3.3 million to the Justice Facilities Reserve due to the under realization of revenues from the U.S. Marshal contract.

During 2001-02 the Board also approved the establishment of two new reserves. The Teeter Reserve was established by Board action, and includes the amount that is legally required to be set-aside (approximately 1/3 of the total reserve). Prior to 2001-02, Teeter funds, including the legally required reserve, were held in a separate fund. The Board also established a Restitution Reserve to set-aside the monies recovered in the on-going corruption lawsuits to cover the continuing costs of this litigation.

In 2002-03 a reserve of \$2 million for equity studies for the county's general employees will be established pursuant to the new MOU agreement. The Medical Center Debt Service reserve has been increased slightly to reflect a planned contribution pursuant to the Medical Center Financing Plan. The projected use of \$900,000 of the restitution reserve represents the estimated 2002-03 expense of the continuing corruption litigation.

	<b>2001-02 Designations</b>	<b>2001-02 Mid-Year Uses/ Cancelled Contributions</b>	<b>2002-03 Planned (Uses)/ Contributions</b>	<b>2002-03 Designations</b>
<b>Total General Purpose Reserves</b>	<b>30,227,528</b>		<b>1,708,782</b>	<b>31,936,310</b>
<b>Specific Purpose Reserves</b>				
Medical Center Debt Service	31,992,306		82,599	32,074,905
Justice Facilities	8,505,408	(3,550,000)		4,955,408
West Valley Juvenile Max Security Facility	1,492,986			1,492,986
Future Retirement Rate Increase	1,500,000			1,500,000
Equity Pool			2,000,000	2,000,000
Teeter	19,260,087			19,260,087
Restitution	8,858,662		(900,000)	7,958,662
<b>Total Specific Purpose Reserves</b>	<b>71,609,449</b>	<b>(3,550,000)</b>	<b>1,182,599</b>	<b>69,242,048</b>
<b>Total Reserves/Designations</b>	<b>101,836,977</b>	<b>(3,550,000)</b>	<b>2,891,381</b>	<b>101,178,358</b>

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON**  
**BUDGET UNIT: NON-DEPARTMENTAL REVENUE (AAA FAD)**

### I. GENERAL PROGRAM STATEMENT

The non-departmental revenue program includes income that is not directly related to any particular county activity. This discretionary revenue finances departmental budgets' local cost. The interest on notes appropriation reflects costs related to the county's annual short-term borrowing for cash flow needs. These costs are more than offset by earnings in the county's investment program. Special departmental expense appropriations are for county expenses that cannot be appropriately charged to a specific department.

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
<b><u>Appropriations</u></b>				
Special Dept Expense	1,353,994	1,809,664	1,371,645	1,000,000
Interest on Notes	12,916,155	12,375,000	4,799,268	5,000,000
Total Appropriation	14,270,149	14,184,664	6,170,913	6,000,000
<b><u>Revenue</u></b>				
Taxes	143,708,591	141,106,588	150,047,566	152,046,770
Use of Money & Prop	38,304,018	37,375,000	51,517,007	23,100,000
State Aid	105,323,189	105,443,570	114,518,053	116,953,588
Federal Aid	990,375	990,000	1,497,589	1,400,000
Current Services	26,697,197	29,654,799	26,562,698	30,432,750
Other	10,499,311	1,179,152	18,940,451	1,430,000
Total Revenue	325,522,681	315,749,109	363,083,364	325,363,108

### II. BREAKDOWN OF REVENUES

#### **TAXES**

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Co Share - Prop Tax	110,522,748	109,235,316	114,760,004	118,485,250
Supplemental Tax Roll	2,368,978	1,300,000	2,918,443	2,316,700
Penalty on Current Taxes	668,487	1,445,598	1,055,112	1,036,200
Prior Prop Txs/Pnlts	5,061,880	4,205,000	3,814,650	3,722,170
Sales and Use Tax	13,887,200	15,000,000	14,204,651	14,400,000
Franchise	4,162,997	3,656,924	5,453,307	4,780,000
Property Transfer	4,904,282	4,600,000	5,938,919	5,442,000
Other Taxes	2,132,019	1,663,750	1,902,480	1,864,450
Total Taxes	143,708,591	141,106,588	150,047,566	152,046,770

The county's share of the 1.0% property tax for 2002-03 is estimated to be \$118.5 million. This is based on an estimated 6.0% increase to assessed valuation.

In addition to property tax, the county is authorized to collect other types of taxes in the unincorporated areas. Sales and use taxes are projected to increase slightly from 2001-02 actual. Franchise taxes are collected primarily from utility company and cable TV revenue. Estimates for 2002-03 have been reduced slightly from 2001-02 actual to reflect increased baseline usage amounts approved by the Public Utilities Commission and a Federal Communications Commission decision, currently under appeal, that cable modem services are not a cable service. Under California law, we cannot collect a franchise fee for any type of telecommunication transmission.

## COUNTY ADMINISTRATIVE OFFICE

### USE OF MONEY AND PROPERTY - \$23,100,000

Total interest earnings for 2002-03 are projected at \$23.1 million. These earnings will be offset by \$5.0 million in expenses associated with the short-term revenue anticipation notes program (TRANS). The decrease in this revenue source is due to an IRS ruling that prohibits issuance of 15 month TRANS, the decreased size of the 12 month TRANS borrowing and lower investment rates earned on County pool funds.

For 2001-02, actual interest revenues included \$32.3 million in regular interest earnings and \$19.2 million transferred in from the Teeter Tax Loss Reserve Fund pursuant to GASB 33. The \$19.2 million has been set-aside in the Teeter reserve.

### STATE AID

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Motor Vehicle In Lieu	102,270,842	103,644,570	111,964,215	115,154,588
Other Aid	3,052,347	1,799,000	2,553,838	1,799,000
Total State Aid	105,323,189	105,443,570	114,518,053	116,953,588

Motor vehicle in-lieu tax is based on vehicle registration fees and new car sales statewide. Distribution of these funds is made on the basis of population. The proposed budget continues to show an increase in these revenues, although at a slower rate than in previous years, due to the over-performance this revenue source experienced in 2001-02 combined with forecasts by local economists. Other aid consists of a payment from the welfare realignment trust fund which replaced the state revenue stabilization program and SB90 reimbursements from the state.

### FEDERAL AID - \$1,400,000

Federal payments in lieu of taxes are due to federally owned lands within the county. This revenue source is budgeted to be consistent with actual revenues received in 2001-02.

### CURRENT SERVICES

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Reimbursement-Indirect Costs	14,634,030	18,662,199	13,514,238	17,500,000
Law Enforcement Svc	3,985,115	3,937,000	3,983,962	3,937,000
Sheriff Contract Overhead	1,131,128	1,000,000	898,438	1,000,000
SB 813 Cost Reimbursement	1,282,878	755,600	1,455,700	1,295,750
Other Services	5,664,046	5,300,000	6,710,360	6,700,000
<b>Total Current Services</b>	26,697,197	29,654,799	26,562,698	30,432,750

Various state and federal grants permit the county to claim certain overhead costs against them. In addition, most fee supported general fund departments and taxing entities, such as the library and Board-governed special districts, are charged COWCAP to recover costs incurred in the general fund on their behalf. Reimbursement for indirect costs reflects those recovered allowable costs included in the 2002-03 countywide cost allocation plan (COWCAP). The increase in the 2002-03 budget from prior year actual is due to increases in costs of departments that are allocated as overhead.

Law enforcement services reflect the amount estimated to be recovered through the jail booking fee. The budget is based on a fee of \$159.72 on approximately 24,600 bookings. This fee was not increased for 2002-03.

Sheriff contract overhead represents certain county overhead charges recovered through city law enforcement contracts with the Sheriff's Department.

SB 813 cost reimbursement represents allowable charges for administration and operation of the supplemental property tax program. This reimbursement is tied directly to the performance of supplemental property tax revenue.

## **COUNTY ADMINISTRATIVE OFFICE**

Other services reflect the property tax administrative fee which the legislature provided for counties to recover the cost of property assessment and tax collection process from certain other local jurisdictions. This revenue is tied directly to the cost of that collection effort.

### **OTHER REVENUE - \$1,430,000**

Other revenue consists of voided warrants issued by the county, projected transfers of unclaimed property tax refunds to the general fund, the county share of vehicle code violation revenue, and other miscellaneous revenues.

Actual revenues for 2001-02 include approximately \$16.4 million in one-time revenues transferred from trust funds due to the implementation of GASB 33. Of this \$16.4 million, \$8.9 million was proceeds from the ongoing corruption litigation that has been set aside in the Restitution reserve to cover the continuing costs of this litigation.



## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON**  
**BUDGET UNIT: MASTER SETTLEMENT AGREEMENT (RSM MSA)**

### I. GENERAL PROGRAM STATEMENT

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Requirements	14,459,231	21,834,622	18,341,126	26,947,289
Total Revenue	16,597,476	19,700,000	22,720,793	20,433,000
Fund Balance		2,134,622		6,514,289

Variances in expenditures between actual and budget for 2001-02 are the result of a reduced need for tobacco settlement proceeds to finance the Medical Center debt due to increased revenues contributed to the debt fund from both ARMC and the state's SB 1732 reimbursement program. Variances in revenues are the result of higher than anticipated MSA revenues, resolution of a dispute of previously withheld money resulting in one-time revenue, one-time reimbursements from non-participating counties for attorney costs, and interest earnings.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

Program changes in services and supplies reflect a net decrease of \$1.3 million allocated from 2000-01 for Indigent Care and Tobacco Use Reduction programs; \$686,093 of the original \$2.0 million allocation remains to be spent in 2002-03 on tobacco cessation programs. Also reflected is additional one-time funding of \$5.8 million, which includes a \$4.4 million fund balance adjustment, and \$0.7 million of on-going available for 2002-03. Revenues increased based on estimated interest earnings and projected MSA revenues for 2002-03.

<b>GROUP: Administrative/Executive</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: County Administrative Office - Master Settlement</b>			<b>ACTIVITY: Finance</b>		
<b>FUND: Special Revenue RSM MSA</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	3,176,797	4,000,000	4,000,000	5,247,289	9,247,289
Total Appropriation	3,176,797	4,000,000	4,000,000	5,247,289	9,247,289
Operating Transfers Out	15,164,329	17,834,622	17,834,622	(134,622)	17,700,000
Total Requirements	18,341,126	21,834,622	21,834,622	5,112,667	26,947,289
<b><u>Revenue</u></b>					
Use of Money & Property	275,285	-	-	200,000	200,000
Other Revenue	22,445,508	19,700,000	19,700,000	533,000	20,233,000
Total Revenue	22,720,793	19,700,000	19,700,000	733,000	20,433,000
Fund Balance		2,134,622	2,134,622	4,379,667	6,514,289

## COUNTY ADMINISTRATIVE OFFICE

### Board Approved Changes to Base Budget

Services and Supplies	(2,000,000)	Allocation for Indigent Care and Tobacco Use Reduction programs from 2000-01.
	686,093	Tobacco Use Reduction program from 2000-01 still to be spent.
	6,561,196	Additional unallocated proceeds (includes fund balance adjustment).
	<u>5,247,289</u>	
Total Appropriations	<u>5,247,289</u>	
Operating Transfers Out	<u>(134,622)</u>	Decreased to remove fund balance adjustment from 2001-02.
Total Requirements	<u>5,112,667</u>	
Revenue		
Revenue	200,000	Estimated interest income.
	533,000	Anticipated increase in MSA revenue for 2002-03 due to census.
Total Revenue	<u>733,000</u>	
Fund Balance	<u>4,379,667</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**  
**COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON**  
**BUDGET UNIT: MEDICAL CENTER LEASE PAYMENT (EMD JPL)**

### I. GENERAL PROGRAM STATEMENT

This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Operating Expense	52,133,290	53,780,139	53,529,236	53,115,289
Total Sources	52,164,010	53,780,139	53,529,236	53,115,289

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

Services and supplies reflect a net decrease due to the result of a reduction in arbitrage, remarketing and other fees offset by an increase in net lease payments. State revenues from SB 1732, Construction Renovation/Reimbursement Program, are decreasing due to a lower Medi-Cal utilization rate than budgeted in the previous year. This utilization rate fluctuates annually. This decrease in revenues is offset by an increase in operating transfers in from the Arrowhead Regional Medical Center budget.

**GROUP: Administrative/Executive**  
**DEPARTMENT: County Administrative Office - Medical Center Lease**  
**FUND: Enterprise EMD JPL**

**FUNCTION: General**  
**ACTIVITY: Property Mgmt**

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	53,529,236	53,780,139	53,780,139	(664,850)	53,115,289
Total Operating Expense	53,529,236	53,780,139	53,780,139	(664,850)	53,115,289
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	30,364,907	26,449,438	26,449,438	(1,982,469)	24,466,969
Total Revenue	30,364,907	26,449,438	26,449,438	(1,982,469)	24,466,969
Operating Transfers In	23,164,329	27,330,701	27,330,701	1,317,619	28,648,320
Total Sources	53,529,236	53,780,139	53,780,139	(664,850)	53,115,289

**Board Approved Changes to Base Budget**

Services and Supplies	(203,078)	Reduction in remarketing and other fees.
	(1,050,000)	Elimination of arbitrage payment to U.S. Treasury due every five years.
	588,228	Increase in net lease costs.
	<u>(664,850)</u>	
Total Operating Expense	<u>(664,850)</u>	
State/Federal Aid	(1,982,469)	Decrease of SB 1732 state revenues due to a decrease in the Medi-Cal utilization
Total Revenue	<u>(1,982,469)</u>	
Operating Transfers In	3,266,905	Increase from ARMC - fee for service component.
	890,794	Increase from ARMC - medicare component.
	<u>(2,840,080)</u>	Decrease from health care costs budget.
	<u>1,317,619</u>	
Total Sources	<u>(664,850)</u>	

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY COUNSEL  
COUNTY COUNSEL: ALAN MARKS  
BUDGET UNIT: AAA CCL

### I. GENERAL PROGRAM STATEMENT

County Counsel provides civil legal services to the Board of Supervisors, county departments, agencies, commissions, special districts, and school districts. County Counsel also provides legal advice to various joint powers authorities and represents the courts and judges on request.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	4,128,610	6,236,885	6,195,376	6,959,841
Total Revenue	2,539,980	3,645,030	4,087,893	3,696,950
Local Cost	1,588,630	2,591,855	2,107,483	3,262,891
Budgeted Staffing		69.0		71.0

#### Workload Indicators

Attorney-Client Hours	72,075	71,000	72,400	73,800
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Client hours exceeded budgeted hours due largely to unanticipated hours from Children & Families Commission, Special Districts, and Risk Management.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Budgeted staffing shows a net increase of 2.0 positions due to the mid year approval of 1.0 Code Enforcement Paralegal and 1.0 fee supported Research Attorney.

#### PROGRAM CHANGES

None.

GROUP: Administrative/Executive DEPARTMENT: County Counsel FUND: General AAA CCL			FUNCTION: General ACTIVITY: Counsel		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	5,953,182	6,156,017	6,775,426	179,048	6,954,474
Services and Supplies	685,209	759,766	764,013	8,783	772,796
Central Computer	17,889	17,889	65,269	-	65,269
Other Charges	-	660	660	-	660
Lease Purchase Equip	1,541				
Equipment	5,100	5,550	5,550	24,950	30,500
Total Exp Authority	6,662,921	6,939,882	7,610,918	212,781	7,823,699
Less:					
Reimbursements	(467,545)	(702,997)	(702,997)	(160,861)	(863,858)
Total Appropriation	6,195,376	6,236,885	6,907,921	51,920	6,959,841
<b><u>Revenue</u></b>					
Current Services	4,087,893	3,645,030	3,645,030	51,920	3,696,950
Total Revenue	4,087,893	3,645,030	3,645,030	51,920	3,696,950
Local Cost	2,107,483	2,591,855	3,262,891	-	3,262,891
Budgeted Staffing		69.0	69.0	2.0	71.0

## COUNTY COUNSEL

### Total Changes in Board Approved Base Budget

Salaries and Benefits	<u>619,409</u>	MOU, retirement and 2% budget reduction.
Services and Supplies	<u>4,247</u>	Inflation, risk management liabilities, EHAP, and 2420 one-time shift.
Central Computer	<u>47,380</u>	
Total Appropriation Change	671,036	
Total Revenue Change	-	
Total Local Cost Change	671,036	
Total 2001-02 Appropriation	6,236,885	
Total 2001-02 Revenue	3,645,030	
Total 2001-02 Local Cost	2,591,855	
Total Base Budget Appropriation	6,907,921	
Total Base Budget Revenue	3,645,030	
Total Base Budget Local Cost	3,262,891	

### Board Approved Changes to Base Budget

Salaries and Benefits	179,048	Merit increase of current staff, additional reimbursements based on increased salaries and benefits and new code enforcement paralegal and research attorney.
Services and Supplies	8,783	Various increase in expenses due to staffing increases.
Equipment	24,950	New rolling filing system.
Reimbursements	<u>(160,861)</u>	Additional reimbursements based on increased salaries and benefits.
Total Appropriation Change	<u>51,920</u>	
Current Services	<u>51,920</u>	Full year revenue for Research Attorney.
Total Revenue Change	<u>51,920</u>	
Total Local Cost Change	<u>-</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN RESOURCES**  
**DIRECTOR: MARCEL TURNER**

	2002-03					
	Operating Exp/ Appropriation	Revenue	Revenue Over (Under) Exp	Fund Balance	Local Cost	Staffing
Human Resources	9,457,530	4,283,077	-	-	5,174,453	129.8
Emp Hlth & Wellness	1,600,000	1,600,000	-	-	-	13.8
Unemployment Ins	1,500,000	-	-	-	1,500,000	-
Commuter Services	566,502	277,000	-	289,502	-	4.0
Emp Benefits & Svcs	2,621,200	1,022,439	-	1,598,761	-	-
Risk Management	4,259,651	4,259,651	-	-	-	65.0
Insurance Programs	46,735,896	49,765,885	3,029,989	-	-	-
<b>TOTAL</b>	<b>66,740,779</b>	<b>61,208,052</b>	<b>3,029,989</b>	<b>1,888,263</b>	<b>6,674,453.0</b>	<b>212.6</b>

### BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

#### I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. In partnership with the Human Services System, the Human Resources Department also shares the responsibility for countywide organizational and employee development and the Management Leadership Academy.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	6,955,956	8,523,329	8,308,492	9,457,530
Total Revenue	2,867,727	4,034,300	3,491,462	4,283,077
Local Cost	4,088,229	4,489,029	4,817,030	5,174,453
Budgeted Staffing		119.3		129.8
<b><u>Workload Indicators</u></b>				
Applications Accepted	46,059	54,000	65,012	65,000
Applicants	17,259	18,000	24,935	25,000

**On January 29, 2002, the Board authorized an appropriation increase of \$325,600 for ongoing and one-time projects.**

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGED TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

On January 29, 2002, the Board authorized the addition 3.0 positions as part of increases for ongoing projects; 1.0 Clerk III will be assigned to the new Victorville office, 1.0 Human Resources Analyst II will be assigned to the Classification Section, and 1.0 Systems Procedure Analyst will be assigned to EMACS. In addition, 4.0 positions are added for Employee Relations, 7.0 are added for Employee Benefits, and 3.5 are transferred out to the new Commuter Services special revenue fund.

##### **PROGRAM CHANGES**

Per GASB 33, the Commuter Services program is now budgeted as a special revenue fund.

## HUMAN RESOURCES

GROUP: Administrative/Executive  
DEPARTMENT: Human Resources  
FUND: General AAA HRD

FUNCTION: General  
ACTIVITY: Personnel

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	6,031,774	6,563,753	7,117,542	611,232	7,728,774
Services and Supplies	3,447,392	3,728,339	4,180,029	(335,562)	3,844,467
Central Computer	68,887	68,887	129,054	-	129,054
Equipment	-	-	-	20,000	20,000
Transfers	108,121	108,150	108,150	36,720	144,870
Total Exp Authority	9,656,174	10,469,129	11,534,775	332,390	11,867,165
Less:					
Reimbursements	(1,347,682)	(1,945,800)	(1,945,800)	(463,835)	(2,409,635)
Total Appropriation	8,308,492	8,523,329	9,588,975	(131,445)	9,457,530
<b>Revenue</b>					
Current Services	2,142,060	272,100	272,100	126,900	399,000
State, Fed or Gov't Aid	266,781	277,300	277,300	(277,300)	-
Other Revenue	1,082,621	3,484,900	3,865,122	18,955	3,884,077
Total Revenue	3,491,462	4,034,300	4,414,522	(131,445)	4,283,077
Local Cost	4,817,030	4,489,029	5,174,453	-	5,174,453
Budgeted Staffing		119.3	122.3	7.5	129.8

### Total Changes in Board Approved Base Budget

#### Base Year

Salaries and Benefits 374,289 MOU, retirement increases, and 2% budget reduction.  
179,500 Budget adjustments approved by the Board on January 29, 2002.  
553,789

Services and Supplies 71,468 Inflation, risk management liabilities, and EHAP.

Central Computer 60,167

#### Mid Year

Services and Supplies 380,222 Amended agreement with Wurts & Associates approved by the Board on July 24, 2001 (\$35,000); amended agreement with Pacific Union Dental approved by the Board on September 17, 2001 (\$26,722); and agreement with Delta Preferred Option Dental Plan approved by the Board on October 16, 2002 (\$318,500).  
380,222

#### Revenue

Other Revenue 380,222 Revenue from trust funds and administration fees from employees and benefit plan.

Total Appropriation Change	1,065,646
Total Revenue Change	380,222
Total Local Cost Change	685,424
Total 2001-02 Appropriation	8,523,329
Total 2001-02 Revenue	4,034,300
Total 2001-02 Local Cost	4,489,029
Total Base Budget Appropriation	9,588,975
Total Base Budget Revenue	4,414,522
Total Base Budget Local Cost	5,174,453



## HUMAN RESOURCES

Board Approved Changes to Base Budget		
Salaries and Benefits	611,232	Change in step funding for various positions, increase in budgeted positions for all divisions.
Services and Supplies	(335,562)	Decrease in one time monies allocated for projects; change in overall cost of HR services, printing costs, flu vaccine, and professional services received by vendors.
Equipment	20,000	Cost of digital identification machine to produce new county ID cards.
Transfers	36,720	Increased cost of HR County Counsel.
Total Expenditure Authority	332,390	
Reimbursements	(463,835)	Increase in cost of positions funded by various departments.
Total Appropriation	(131,445)	
Revenue		
Current Services	126,900	Increase in positions funded by various county departments.
State/Federal Aid	(277,300)	Transfer of commuter services to special revenue fund.
Other Revenue	18,955	Increase in positions funded by trust fund revenues.
Total Revenue	(131,445)	
Local Cost	-	

## HUMAN RESOURCES

### BUDGET UNIT: EMPLOYEE HEALTH AND WELLNESS (AAA OCH)

#### I. GENERAL PROGRAM STATEMENT

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with OSHA regulations and occupational medical problems. The program had been financed by the county's Workers' Compensation Insurance Fund. Beginning in 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of the number of budgeted positions.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	1,339,950	1,549,434	1,234,479	1,600,000
Total Revenue	1,339,809	1,549,434	1,633,020	1,600,000
Local Cost	141	-	(398,541)	-
Budgeted Staffing		13.3		13.8
<b>Workload Indicators</b>				
Preplacement Physicals	5,582	5,600	4,314	5,000
Work Injury/Illness Exams	1,183	1,700	1,416	1,500
Fitness-For -Duty-Exams	65	150	32	25
Other Exams	5,137	5,300	6,488	5,675

The center receives revenue from county departments. The total amount billed is based on budgeted expenditures and allocated to departments based on budgeted staffing. Revenues in 2001-02 exceeded expenditures due mainly to the lower-than-expected number of physicals and examinations performed, operational efficiencies, and conservative cost management.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

The increase reflects an additional 0.5 budgeted staff for a Licensed Vocational Nurse position needed for ongoing clinical operations as well as front and back office support.

##### **PROGRAM CHANGES**

None.

<b>GROUP:</b> Administrative/Executive	<b>FUNCTION:</b> General
<b>DEPARTMENT:</b> Human Resources - Employee Health and Wellness	<b>ACTIVITY:</b> Personnel
<b>FUND:</b> General AAA OCH	

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	741,575	876,834	933,086	11,694	944,780
Services and Supplies	334,705	514,400	520,512	(2,395)	518,117
Central Computer	-	-	8,394	-	8,394
Transfers	158,199	158,200	158,200	(29,491)	128,709
Total Appropriation	1,234,479	1,549,434	1,620,192	(20,192)	1,600,000
<b>Revenue</b>					
Current Services	1,633,020	1,549,434	1,620,192	(20,192)	1,600,000
Total Revenue	1,633,020	1,549,434	1,620,192	(20,192)	1,600,000
Local Cost	(398,541)	-	-	-	-
Budgeted Staffing		13.3	13.3	0.5	13.8

## HUMAN RESOURCES

### Total Changes in Board Approved Base Budget

Salaries and Benefits	<u>56,252</u>	MOU and retirement increases.
Services and Supplies	<u>6,112</u>	Inflation, risk management liabilities, and EHAP.
Central Computer	<u>8,394</u>	
Total Appropriation Change	70,758	
Total Revenue Change	-	
Total Local Cost Change	70,758	
Total 2001-02 Appropriation	1,549,434	
Total 2001-02 Revenue	1,549,434	
Total 2001-02 Local Cost	-	
Total Base Budget Appropriation	1,620,192	
Total Base Budget Revenue	1,620,192	
Total Base Budget Local Cost	-	

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>11,694</u>	Funding of 0.5 Licensed Vocational Nurse, change in step funding of various positions.
Services and Supplies	<u>(2,395)</u>	Change in insurance costs, COWCAP charges and professional services.
Transfers	<u>(29,491)</u>	Correction for prior years budgeted rent charges for building.
Total Appropriation	<u>(20,192)</u>	
Revenue		
Current Services	<u>(20,192)</u>	Offset for projected charges for client agencies.
Total Revenue	<u>(20,192)</u>	
Local Cost	<u>-</u>	

## HUMAN RESOURCES

### BUDGET UNIT: UNEMPLOYMENT INSURANCE (AAA UNI)

#### I. GENERAL PROGRAM STATEMENT

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored and reviewed for eligibility, and challenged when appropriate to prevent abuse of the program. There is no staffing associated with this budget unit.

#### II. BUDGET AND WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	1,082,067	869,164	1,558,511	1,500,000
Local Cost	1,082,067	869,164	1,558,511	1,500,000

In 2002-03, salaries and benefits exceeded the budgeted amount due to an increase in unemployment claims filed and paid. Unemployment claims and benefits were significantly higher than expected primarily due to a large number of claims submitted by Preschool Services Department employees. The Human Resources Department has contracted with a new vendor to administer unemployment insurance claims. The vendor has begun to work closely with departments to minimize the number of claims incorrectly paid by the state.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

<b>GROUP: Administrative/Executive</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Human Resources - Unemployment Insurance</b>			<b>ACTIVITY: Personnel</b>		
<b>FUND: General AAA UNI</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	1,504,164	804,164	1,435,000	-	1,435,000
Services and Supplies	4,347	15,000	15,000	-	15,000
Transfers	50,000	50,000	50,000	-	50,000
Total Appropriation	1,558,511	869,164	1,500,000	-	1,500,000
Local Cost	1,558,511	869,164	1,500,000	-	1,500,000

##### **Total Changes in Board Approved Base Budget**

Salaries and Benefits	<u>630,836</u>	Increase in unemployment claims from various positions in county departments.
Total Appropriation Change	630,836	
Total Revenue Change	-	
Total Local Cost Change	630,836	
Total 2001-02 Appropriation	869,164	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	869,164	
Total Base Budget Appropriation	1,500,000	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	1,500,000	

## HUMAN RESOURCES

### BUDGET UNIT: COMMUTER SERVICES (SDF HRD)

#### I. GENERAL PROGRAM STATEMENT

This fund was established to account for AB 2766 revenue, which is used to finance Mobile Source Air Pollution Reduction programs. California Assembly Bill 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the district. This fund receives AB 2766 funding from both the South Coast AQMD and the Mojave Desert AQMD. This is the first year in which this fund has been reported as a special revenue fund. Prior to 2002-03, funding had been included as part of the Human Resources Department budget.

#### II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	-	-	566,502
Total Revenue	-	-	289,502	277,000
Fund Balance		-		289,502
Budgeted Staffing				4.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

The increase is due to the transfer of 4.0 positions—1.0 Commuter Services Manager, 1.0 Secretary I, 1.0 Media Specialist and 1.0 Public Service Employee—from the Human Resources Department budget.

##### PROGRAM CHANGES

None.

GROUP: Administrative/Executive  
DEPARTMENT: Human Resources - Commuter Services  
FUND: Special Revenue SDF HRD

FUNCTION: General  
ACTIVITY: Personnel

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	-	-	-	-	230,968
Services and Supplies	-	-	-	-	315,534
Transfers	-	-	-	-	20,000
Total Appropriations	-	-	-	-	566,502
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	289,502	-	-	-	277,000
Total Revenue	289,502	-	-	-	277,000
Fund Balance		-	-	-	289,502
Budgeted Staffing					4.0

## HUMAN RESOURCES

### BUDGET UNIT: EMPLOYEE BENEFITS & SERVICES (SDG HRD)

#### I. GENERAL PROGRAM STATEMENT

This fund was established to account for administrative fees collected for managing the county's various benefit plans. These fees are to be subsequently transferred to the general fund to reimburse the Human Resources Department for administration of various health-related plans. This is the first year in which this fund has been reported as a special revenue fund. Prior to fiscal year 2002-03, funding had been included as part of the Human Resources Department budget. There is no staffing associated with this budget unit.

#### II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	-	-	2,621,200
Total Revenue	-	-	1,598,761	1,022,439
Fund Balance		-		1,598,761

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Administrative/Executive  
DEPARTMENT: Human Resources - Employee Benefits & Services  
FUND: Special Revenue SDG HRD

FUNCTION: General  
ACTIVITY: Personnel

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Transfers	-	-	-	-	2,621,200
Total Appropriation	-	-	-	-	2,621,200
<b><u>Revenue</u></b>					
Current services	1,598,761	-	-	-	1,022,439
Total Revenue	-	-	-	-	1,022,439
Fund Balance		-	-	-	1,598,761

## HUMAN RESOURCES

### BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

#### I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs, and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. Insurance costs and reimbursements are consolidated and included in a separate budget unit. This budget unit consists of staffing and related operating expenses.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	3,740,659	3,809,779	3,595,779	4,259,651
Total Revenue	3,727,357	3,809,779	3,919,490	4,259,651
Revenue Over (Under) Expense	(13,302)	-	323,711	-
Fixed Asset	32,753	34,380	38,491	8,429
Budgeted Staffing		58.0		65.0
<b><u>Workload Indicators</u></b>				
<b>FISCAL SECTION</b>				
Database Transactions	47,562	41,449	69,052	54,896
<b>LIABILITY SECTION</b>				
Auto Accidents	456	456	616	608
Open Claims	1,315	1,237	1,308	1,389
New Claims	1,425	1,361	1,542	1,727
Cases Per Adjuster	188	177	187	198
<b>WORKERS COMP SECTION</b>				
Open Claims	2,428	2,298	2,457	2,422
New Claims	1,764	1,403	1,754	1,753
Cases Per Adjuster	187	177	189	186
<b>SAFETY SECTION</b>				
Employees Trained	2,000	4,500	3,800	5,000
Emergency Responses	70	85	156	85

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

On September 18, 2001, the Board authorized the addition of 2.0 Safety Specialists to administer the county's Injury and Illness Prevention Program. Budgeted staffing also includes the addition of 1.0 Clerk II to perform duties previously completed by public service employees. Also, 3.0 Fiscal Clerk I and 1.0 Claims Adjuster are added due to the absorption of the third party administrator, Arrowhead Health Administrators, operations.

##### **PROGRAM CHANGES**

None.

## HUMAN RESOURCES

GROUP: Administrative/Executive  
DEPARTMENT: Human Resources - Risk Management  
FUND: Internal Services IBP RMG

FUNCTION: General  
ACTIVITY: Insurance Programs

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	2,966,393	3,122,208	3,370,338	268,458	3,638,796
Services and Supplies	908,670	843,738	892,537	27,658	920,195
Central Computer	19,508	17,193	39,834	-	39,834
Other Charges	-	1,625	1,625	(50)	1,575
Transfers	-	106,800	106,800	11,700	118,500
Total Exp Authority	3,894,571	4,091,564	4,411,134	307,766	4,718,900
Less:					
Reimbursements	(307,976)	(307,976)	(436,924)	(22,325)	(459,249)
Total Appropriation	3,586,595	3,783,588	3,974,210	285,441	4,259,651
Depreciation	9,184	26,191	26,191	(26,191)	-
Total Oper Exp	3,595,779	3,809,779	4,000,401	259,250	4,259,651
<b>Revenue</b>					
Other Revenue	3,919,490	3,809,779	4,000,401	259,250	4,259,651
Total Revenue	3,919,490	3,809,779	4,000,401	259,250	4,259,651
Total Rev Over (Under) Exp	323,711	-	-	-	-
<b>Fixed Asset Exp</b>					
Equipment	17,403	34,380	34,380	(25,951)	8,429
Vehicles	21,088	-	-	-	-
Budgeted Staffing		58.0	60.0	5.0	65.0

### Total Changes in Board Approved Base Budget

Base Year		
Salaries and Benefits	119,182	MOU and retirement increases.
Services and Supplies	48,799	Inflation, risk management liabilities, and EHAP.
Central Computer	22,641	
Revenue	190,622	
Mid Year		
Salaries and Benefits	128,948	On September 18, 2001, the Board authorized 2.0 Safety Specialists to administer the county's Injury and Illness Prevention Program; Item No. 73 adds 1.0 position for HSS and Item No. 74 adds 1.0 position for the Sheriff's Department.
Total Operating Expense Change	190,622	
Total Revenue Change	190,622	
Total Revenue Over/(Under) Expense	-	
Total 2001-02 Operating Expense	3,809,779	
Total 2001-02 Revenue	3,809,779	
Total 2001-02 Rev Over/(Under) Exp	-	
Total Base Budget Operating Expense	4,000,401	
Total Base Budget Revenue	4,000,401	
Total Base Budget Rev Over/(Under) Exp	-	



## HUMAN RESOURCES

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>268,458</u>	Various step increases, addition of 1.0 Clerk II, 3.0 Fiscal Clerk I (AHA), and 1.0 Claims Adjuster (AHA).
Services and Supplies	<u>27,658</u>	Additional expense due to AHA transfer.
Other Charges	<u>(50)</u>	Decrease in interest charges for 2nd year of server lease.
Transfers	<u>11,700</u>	Support to HR Administration.
Total Expenditure Authority	<u>307,766</u>	
Reimbursements	<u>(22,325)</u>	MOU, COLA, etc. increases for several Safety Specialist positions funded by ISF funds.
Total Appropriation	<u>285,441</u>	
Depreciation	<u>(26,191)</u>	
Total Operating Expenses	<u>259,250</u>	
Other Revenue	<u>259,250</u>	Budgeted revenue from subfunds is increased to offset increases in budgeted operating expenses.
Total Revenue	<u>259,250</u>	
Lease	<u>49</u>	
Lease Pur-Vehicles	<u>(26,000)</u>	
Total Equipment	<u>(25,951)</u>	

## HUMAN RESOURCES

### BUDGET UNIT: INSURANCE PROGRAMS (ALL ISFs EXCEPT IBP)

#### I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured and insured insurance programs. All programs are paid from these self-insurance funds and financed by general fund and non-general fund departments, as well as the Board Governed Special Districts and County Service Areas. Self-insurance and insurance programs include auto liability, property, surety, comprehensive auto, law enforcement liability, workers compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	50,890,601	46,491,409	54,999,503	46,735,896
Total Revenue	50,183,614	47,674,156	48,018,910	49,765,885
Revenue Over/(Under) Expense	(706,987)	1,182,747	(6,980,593)	3,029,989

In 2001-02, actual expenditures exceeded budget estimates due primarily to increased property insurance premiums that resulted from the tragedies that occurred on September 11, 2001 and increased workers comp costs.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

<b>GROUP: Administrative/Executive</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Human Resources - Risk Management</b>			<b>ACTIVITY: Insurance Programs</b>		
<b>FUND: Internal Services (All Except IBP)</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	37,091,132	32,822,841	32,822,841	6,051,427	38,874,268
Other Charges	92,971	88,750	88,750	53,750	142,500
Transfers	307,976	-	-	-	-
Total Appropriation	37,492,079	32,911,591	32,911,591	6,105,177	39,016,768
Operating Transfers Out	17,507,424	13,579,818	13,579,818	(5,860,690)	7,719,128
Total Operating Exp	54,999,503	46,491,409	46,491,409	244,487	46,735,896
<b><u>Revenue</u></b>					
Use of Money & Property	1,049,266	1,490,187	1,490,187	(542,012)	948,175
Current Services	35,533,198	38,972,762	38,972,762	2,620,048	41,592,810
State, Fed or Gov't Aid	189,082	-	-	-	-
Other Revenue	11,247,364	7,211,207	7,211,207	13,693	7,224,900
Total Revenue	48,018,910	47,674,156	47,674,156	2,091,729	49,765,885
Rev Over (Under) Expense	(6,980,593)	1,182,747	1,182,747	1,847,242	3,029,989

## HUMAN RESOURCES

Board Approved Changes to Base Budget		
Services and Supplies	2,968,884	Increase in property insurance premiums.
	247,552	Increase in general liability insurance premiums.
	308,000	Increase in aircraft liability premiums.
	261,713	Increase in other insurance premiums (includes CSAC excess insurance for general liability workers' comp and other excess).
	198,498	Increase in malpractice insurance premiums.
	271,188	Increase in professional and specialized services.
	1,908,434	Increase in claims expenditures.
	(150,003)	Decrease in management and technical services.
	37,161	Other services and supplies.
	<u>6,051,427</u>	
Other Charges	<u>53,750</u>	Increase in taxes and assessments.
Total Appropriations	<u>6,105,177</u>	
Transfers Out	(5,860,690)	Decrease in GIC payments of \$6,187,422 and increase in transfers to IBP for overhead distribution.
Total Operating Expenses	<u>244,487</u>	
Revenue		
Use of Money & Prop.	<u>(542,012)</u>	Decrease in interest revenue.
Current Services	<u>2,620,048</u>	Increase in insurance premium revenue of \$2,167,298, claim cost recoveries of \$411,000 and subrogation for departments of \$41,750.
Other Revenue	<u>13,693</u>	Anticipated increase in refunds from overpayment on claims.
Total Revenue	<u>2,091,729</u>	
Total Rev Over(Under) Exp	<u>1,847,242</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: INFORMATION SERVICES DEPARTMENT**  
**CHIEF INFORMATION OFFICER: LEYDEN L. HAHN**

	<b>2002-03</b>				
	<b>Appropriation/ Oper Expense</b>	<b>Revenue</b>	<b>Revenue Over/ (Under Exp)</b>	<b>Local Cost</b>	<b>Staffing</b>
Application Development	11,722,743	6,431,886		5,290,857	101.3
Emerging Technology Division	1,792,210	273,940		1,518,270	19.1
Computer Operations	20,177,069	20,177,069	-		154.4
Network Services	20,172,114	18,172,114	2,000,000		110.1
Total	53,864,136	45,055,009	2,000,000	6,809,127	384.9

**BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)**

### I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition of turnkey software applications, proposal development, and technology research and evaluation projects.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	7,165,816	12,924,905	12,763,168	11,722,743
Total Revenue	1,057,416	6,726,330	6,512,817	6,431,886
Local Cost	6,108,400	6,198,575	6,250,351	5,290,857
Budgeted Staffing		117.8		101.3
<b><u>Workload Indicators</u></b>				
Project Hours	156,934	158,399	149,873	149,479

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attached for detailed changes)

#### **STAFFING CHANGES**

Overall budgeted staffing decreased by 16.5 positions.

Added positions include 1.0 IT Technical Assistant to provide assistance for a new integrated Document Management team, 1.0 Systems Analyst, and budgeted 0.6 in overtime.

Deleted positions include 15.1 positions transferred out to create a new ISD division titled Emerging Technology Division that will be budgeted under AAA ETD. In addition, 1.0 contract Programmer Analyst, 1.0 Clerk II, and 2.0 Public Service Employee positions were deleted.

## INFORMATION SERVICES

### PROGRAM CHANGES

The normal ongoing employee related services and supply costs of the new Emerging Technology Division have also been transferred. A portion of the equipment fixed asset budget (\$25,000) has also been reduced and transferred to the emerging Technology Division budget in order to fund lab and workstation equipment purchases needed by this new division. Recruitment efforts for Programmers and Programmer Analyst have been successful and vacant positions are filled thereby resulting in the reduction for contract programming staff expenditures and the professional service budget requirements.

<b>GROUP: Administrative/Executive</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Information Services</b>			<b>ACTIVITY: Other General</b>		
<b>FUND: General AAA SDD</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	8,241,346	8,757,917	9,196,347	(1,066,075)	8,130,272
Services and Supplies	4,217,354	3,631,495	3,557,010	(543,386)	3,013,624
Central Computer	110,944	110,944	117,269	-	117,269
Equipment	168,502	75,000	75,000	(25,000)	50,000
Transfers	<u>25,022</u>	<u>435,049</u>	<u>435,049</u>	<u>(23,471)</u>	<u>411,578</u>
Total Exp Authority	12,763,168	13,010,405	13,380,675	(1,657,932)	11,722,743
Reimbursements	<u>-</u>	<u>(85,500)</u>	<u>(85,500)</u>	<u>85,500</u>	<u>-</u>
Total Appropriation	12,763,168	12,924,905	13,295,175	(1,572,432)	11,722,743
<b><u>Revenue</u></b>					
Current Services	<u>6,512,817</u>	<u>6,726,330</u>	<u>6,726,330</u>	<u>(294,444)</u>	<u>6,431,886</u>
Total Revenue	6,512,817	6,726,330	6,726,330	(294,444)	6,431,886
Local Cost	6,250,351	6,198,575	6,568,845	(1,277,988)	5,290,857
Budgeted Staffing		117.8	117.8	(16.5)	101.3

<b>Total Changes in Board Approved Base Budget</b>	
Salaries and Benefits	<u>438,430</u> MOU and retirement increases.
Services and Supplies	<u>(74,485)</u> Inflation, risk management liabilities, EHAP, 2420 one-time shift and 2% budget reduction.
Central Computer	<u>6,325</u>
Total Appropriation Change	370,270
Total Revenue Change	-
Total Local Cost Change	370,270
Total 2001-02 Appropriation	12,924,905
Total 2001-02 Revenue	6,726,330
Total 2001-02 Local Cost	6,198,575
Total Base Budget Appropriation	13,295,175
Total Base Budget Revenue	6,726,330
Total Base Budget Local Cost	6,568,845

## INFORMATION SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	(1,101,660)	Decreased to reflect transfer of 15.1 positions to AAA ETD.
	35,585	Salary step increases and increased callback.
	<u>(1,066,075)</u>	
Services and Supplies	(52,215)	Decreased for the services and supplies costs related to transferred positions to AAA ETD.
	(491,171)	Reduction in professional services contractor costs, software and equipment.
	<u>(543,386)</u>	
Equipment	<u>(25,000)</u>	Decreased due to AAA ETD.
Transfer Out	(23,471)	Reduced admin cost allocation reflecting decreased staffing from positions in the new Emerging Technology Division (AAA ETD).
	<u></u>	
Reimbursements	85,500	Decreased reflecting elimination of chargeable Programmer Analyst services to the Auditor/Controller.
	<u></u>	
Total Appropriations	<u>(1,572,432)</u>	
Revenue	(294,444)	Decrease due to transfer to AAA ETD and workload reduction.
Total Revenues	<u>(294,444)</u>	
Local Cost	<u>(1,277,988)</u>	

## INFORMATION SERVICES

### BUDGET UNIT: EMERGING TECHNOLOGIES DIVISION (AAA ETD)

#### I. GENERAL PROGRAM STATEMENT

The newly created Emerging Technologies Division (ETD) evaluates and recommends technology-oriented products and solutions with the focus of improving internal county processes as well as enabling electronic access by the public to county services. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both the county departments and the public. GIMS responsibilities include ongoing maintenance of the county's street network and development of the parcel basemap.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation	-	-	-	1,792,210
Total Revenue	-	-	-	273,940
Local Cost	-	-	-	1,518,270
Budgeted Staffing		-	-	19.1

##### Workload Indicators

Emerging Technology major projects	-	-	-	4
GIS Application Projects	-	-	-	150
GIS Mapping Projects	-	-	-	250
Street Network: Segments maintained	-	-	-	128,463

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Transferred 19.1 budgeted positions to this new division which includes 4.0 positions from (AAA GIM) Geographic Information Management and 15.1 positions in (AAA SDD) Application Development.

##### PROGRAM CHANGES

One-time professional services for specialized consulting services are also included in this budget and are estimated at \$65,000.

GROUP: Administrative/Executive			FUNCTION: General		
DEPARTMENT: Information Services - Emerging Technologies			ACTIVITY: Other		
FUND: General AAA ETD					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	-	-	-	1,385,968	1,385,968
Services and Supplies	-	-	-	285,629	285,629
Central Computer	-	-	-	3,513	3,513
Other Charges	-	-	-	750	750
Equipment	-	-	-	31,635	31,635
Transfers	-	-	-	84,715	84,715
Total Appropriation	-	-	-	1,792,210	1,792,210
<b><u>Revenue</u></b>					
Current Services	-	-	-	273,940	273,940
Total Revenue	-	-	-	273,940	273,940
Local Cost	-	-	-	1,518,270	1,518,270
Budgeted Staffing		-	-	19.1	19.1

## INFORMATION SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>1,385,968</u>	Transfers of (19.1) positions from AAA SDD and AAA GIMS and MOU increases.
Services and Supplies	<u>285,629</u>	Transfers from AAA SDD and AAA GIM and 2% inflation increases.
Central Computer	<u>3,513</u>	Computer charges.
Other Charges	<u>750</u>	Transferred from GIM for interest on lease-purchase for Sun Ultra Computer.
Equipment	<u>31,635</u>	Transferred from GIM for PC purchase and principal on lease-purchase for Sun Ultra Computer.
Transfers	<u>84,715</u>	Transfers for IAJ FIS and Human Resource Officer allocations.
Total Appropriation	<u>1,792,210</u>	
Total Revenue	<u>273,940</u>	
Local Cost	<u>1,518,270</u>	



## INFORMATION SERVICES

### BUDGET UNIT: GEOGRAPHIC INFORMATION MANAGEMENT SYSTEMS (AAA GIM)

#### I. GENERAL PROGRAM STATEMENT

The Geographic Information Management System (GIMS) provides professional and technical services to client departments and the private sector for matters related to computerized mapping and geographic information processing. GIMS' responsibilities include the ongoing maintenance and enhancement of the county's street network, with a goal towards continued automation and development of the digital parcel basemap. This budget unit has been transferred to newly created Emerging Technology Division budget unit (AAA ETD).

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	293,598	522,703	378,604	-
Total Revenue	135,652	288,338	179,253	-
Local Cost	157,946	234,365	199,351	-
Budgeted Staffing		5.0		-
<b>Workload Indicators</b>				
GIS	198	200	-	-
Parcels:				
Automated	468,720	470,620	470,620	-
System Maintained	224,846	231,746	231,746	-

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Transferred 4.0 positions to the new Emerging Technologies Division. Deleted 1.0 Public Service Employee position.

##### PROGRAM CHANGES

All GIMS program costs are being transferred to the new division.

GROUP: Administrative/Executive DEPARTMENT: Information Services - GIMS FUND: General AAA GIM			FUNCTION: Public Protection ACTIVITY: Other Protection		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	191,641	270,413	284,308	(284,308)	-
Services and Supplies	171,108	235,861	233,414	(233,414)	-
Central Computer	9,044	9,044	3,513	(3,513)	-
Other Charges	702	750	750	(750)	-
Equipment	6,109	6,635	6,635	(6,635)	-
Total Appropriation	378,604	522,703	528,620	(528,620)	-
<b>Revenue</b>					
Current Services	179,253	288,338	288,338	(288,338)	-
Total Revenue	179,253	288,338	288,338	(288,338)	-
Local Cost	199,351	234,365	240,282	(240,282)	-
Budgeted Staffing		5.0	5.0	(5.0)	

## INFORMATION SERVICES

Total Changes in Board Approved Base Budget	
Salaries and Benefits	<u>13,895</u> MOU and retirement increases.
Services and Supplies	<u>(2,447)</u> Inflation, risk management liabilities, EHAP, and 2% budget reduction.
Central Computer	<u>(5,531)</u>
Equipment	
Total Appropriation Change	5,917
Total Revenue Change	-
Total Local Cost Change	5,917
Total 2001-02 Appropriation	522,703
Total 2001-02 Revenue	288,338
Total 2001-02 Local Cost	234,365
Total Base Budget Appropriation	528,620
Total Base Budget Revenue	288,338
Total Base Budget Local Cost	240,282

## INFORMATION SERVICES

### BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

#### I. GENERAL PROGRAM STATEMENT

The Computer Operations budget finances the staff; its associated costs, the hardware and software costs of the day-to-day operation of the county's computer center and wide area network. The center provides a 24-hour-a-day, 7 day-a-week service to county departments and agencies.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	16,456,799	20,759,820	18,457,651	20,177,069
Total Revenue	18,121,601	20,759,820	19,440,566	20,177,069
Revenue Over/(Under) Expense	1,664,802	-	982,915	-
Fixed Assets	761,216	1,771,078	1,123,668	2,879,261
Budgeted Staffing		165.1		154.4
<b><u>Workload Indicators</u></b>				
PC Users/E-Mail Customers	13,168	12,500	15,463	14,467
Record Keyed	24,338,418	23,800,000	19,023,588	19,901,199
Dist. Depart. Sys. Sup. Bill. Hrs.	5,977	4,868	10,328	6,868
Telepro. Sup. Billable Hrs.	6,161	7,146	6,117	7,146
Wan Connections	365	363	359	363
CPU Hours	12,788	14,627	18,721	13,630
PC Desktop Billable Hours	16,287	22,629	19,369	22,629

Expenditures are under budget by \$2,302,169 resulting primarily from vacant positions and salary savings throughout the Computer Operations and reduced department expenditures projected for distributed systems. Revenues are under budget by \$1,319,254 reflecting reduce billable resources from vacant positions and reduced direct charge backs in the distributed data process and equipment area.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Overall budgeted staffing decreased by 10.7 positions primarily from reduced usage of PSE positions and workload changes in this budget unit.

These changes include deleting and adding the following positions in order to adjust to workload changes in various areas of the Computer Operations Internal Service Fund.

Deleted positions include 3.0 Computer Operations Specialist positions; 1.0 Systems Development Team Leader; 1.0 Computer Operator III; 1.0 Computer Operator II; 1.0 Secretary I; 2.0 Fiscal Clerk I; 2.0 Teleprocessing Support Specialist; 1.0 IT Technical Assistant; 1.0 IT Account Representative II and 9.0 Public Service Employees and 0.2 for overtime.

Added positions include 1.0 Automated System Analyst II and 1.5 Systems Support Analyst to cover increased workload in Server Management; 1.0 Production Control Supervisor and 1.0 Computer Operation Supervisor to cover staff supervision changes in the Data Center; 1.0 Data Entry Operator II and 1.0 Photographic Lab Tech to cover workload increases in keypunch and microfilm and fiche services; 4.0 Clerk II to convert PSE temp positions to regular positions and 1.0 Clerk III transferred from Network Services (IAM) for workload changes in the administration and fiscal support changes areas.

##### **PROGRAM CHANGES**

None.

# INFORMATION SERVICES

GROUP: Administrative/Executive Group  
DEPARTMENT: Information Services - Computer Operations  
FUND: Internal Service IAJ ALL

FUNCTION: General  
ACTIVITY: Computer Oper.

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	7,273,754	9,018,885	9,381,785	216,684	9,598,469
Services and Supplies	11,632,128	11,115,805	11,259,037	(819,452)	10,439,585
Other Charges	16,941	97,849	97,849	(61,403)	36,446
Total Exp Authority	18,922,823	20,232,539	20,738,671	(664,171)	20,074,500
Less:					
Reimbursements	(791,396)	(747,262)	(747,262)	(109,658)	(856,920)
Depreciation	326,224	1,274,543	1,274,543	(315,054)	959,489
Total Operating Expense	18,457,651	20,759,820	21,265,952	(1,088,883)	20,177,069
<b><u>Revenue</u></b>					
Current Services	19,440,566	20,759,820	21,014,636	(837,567)	20,177,069
Total Revenue		20,759,820	21,014,636	(837,567)	20,177,069
Revenue Over/(Under) Exp.	982,915	-	(251,316)	251,316	-
<b><u>Fixed Asset Expense</u></b>					
Equipment	892,182	1,140,000	1,140,000	1,003,225	2,143,225
Equip/Lease Purchase	231,486	631,078	631,078	104,958	736,036
Total Fixed Assets	1,123,668	1,771,078	1,771,078	1,108,183	2,879,261
Budgeted Staffing		165.1	165.1	(10.7)	154.4

Total Changes in Board Approved Base Budget		
Salaries and Benefits	362,900	MOU and retirement increases.
Services and Supplies	143,232	Inflation.
Subtotal Base Year Operating Exp	506,132	
Current Services	254,816	Cost difference to be within current revenue projections.
Subtotal Base Year Revenue	254,816	
Subtotal Base Year Rev Over/(Under)	(251,316)	
Total Operating Expense Change	506,132	
Total Revenue Change	254,816	
Total Revenue Over/(Under) Expense	(251,316)	
Total 2001-02 Operating Expense	20,759,820	
Total 2001-02 Revenue	20,759,820	
Total 2001-02 Revenue Over/(Under)	-	
Total Base Budget Operating Expense	21,265,952	
Total Base Budget Revenue	21,014,636	
Total Base Budget Rev Over/(Under) Exp	(251,316)	

## INFORMATION SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>216,684</u>	Net increase to reflect staffing changes and projected usage for overtime, standby, and step advances.
Services and Supplies		
Computer Software Expense	(464,225)	Decreased to reflect current installed products & projected costs.
Inventoriable Equipment	(44,489)	Decreased reflecting less equipment needs for 2003.
Training	185,848	Increase for additional staff training to stay current with technology.
COWCAP	50,285	Increased per published plan.
Distributed Dp Equipment	(100,844)	Decreased to reflect current projection.
Other Professional & Special Services	(232,197)	Decreased in professional services requirements.
General Maintenance-Equipment	278,048	Increased equipment coming off warranty and mainframe purchase.
Rents & Leases-Equipment	(491,878)	Decreased to reflect purchase of mainframe computer & other lease changes in prior year.
	<u>(819,452)</u>	
Central Computers	<u>(61,403)</u>	Fully paid off lease purchase loans.
Total Exp Authority	<u>(664,171)</u>	
Reimbursements	(109,658)	Increase to reflect current administrative cost allocation transfers.
Depreciation	(315,054)	Decreased for fully depreciated equipment.
Total Operating Expense	<u>(1,088,883)</u>	
Revenues	<u>(837,567)</u>	Decreased to reflect current revenue projections.
Revenue Over/(Under) Exp	<u>251,316</u>	
Fixed Assets Expense		
Equipment	1,003,225	Purchase of PC servers, disk storage equipment, printers, and network equipment.
Lease Purchase Equipment	104,958	Ongoing lease purchase loans.
	<u>1,108,183</u>	

## INFORMATION SERVICES

### BUDGET UNIT: NETWORK SERVICES (IAM ALL)

#### I. GENERAL PROGRAM STATEMENT

Information Services' Network Services Division provides countywide telephone, microwave and radio services and the operation of related hardware, software and communications facilities, including a network of microwave sites.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	17,278,580	17,339,776	19,517,107	20,172,114
Total Revenue	18,016,309	17,339,776	19,794,354	18,172,114
Revenue Over/(Under) Expense	737,729	-	277,247	(2,000,000)
Fixed Assets	3,783,549	2,574,845	2,348,654	2,585,785
Budgeted Staffing		118.1		110.1
<b><u>Workload Indicators</u></b>				
Service Calls	23,858	26,000	22,567	26,000
Radios	9,100	8,974	8,845	9,424
Telephone	18,949	19,000	19,646	19,000
Circuits	1,338	1,582	1,582	1,582

Variances between actual and budget for 2001-02 are due to increased services and supplies expenditures and revenues associated with services provided to outside agencies.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Transferred 1.0 Clerk III position to Computer Operations (IAJ) administration to provide centralized clerical support for the department. Added 1.0 Communication Technician II position to cover increased workload in maintaining the county's communication network infrastructure. Deleted 8.0 Public Service Employees positions as a result of reduced workload.

##### **PROGRAM CHANGES**

The professional service budget has increased to reflect the 2003 contract costs to complete the GIS Parcel Basemap. This project is estimated to take three years to complete with contract funding provided by the Network Services unreserved retained earning account. Rents and leases budget increased to show pending move to a new single location for ISD's Network Services division.

## INFORMATION SERVICES

GROUP: Administrative/Executive Group  
DEPARTMENT: Information Services - Network Services  
FUND: Internal Service IAM ALL

FUNCTION: General  
ACTIVITY: Tele., Microwv., Radio

	2001-02 Actuals	2001-02 Final Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	6,250,932	6,893,578	7,101,978	(5,998)	7,095,980
Services and Supplies	10,589,101	8,732,396	8,887,460	2,316,693	11,204,153
Central Computer	29,486	9,116	9,116	-	9,116
Other Charges	65,549	105,819	105,819	(38,611)	67,208
Transfers	439,208	390,503	390,503	78,068	468,571
Total Exp Authority	17,374,276	16,131,412	16,494,876	2,350,152	18,845,028
Depreciation	2,142,831	1,208,364	1,208,364	118,722	1,327,086
Total Operating Expense	19,517,107	17,339,776	17,703,240	2,468,874	20,172,114
<b>Revenue</b>					
Use of Money & Property	185	3,000	3,000	(1,500)	1,500
Current Services	19,794,169	17,336,776	17,336,776	833,838	18,170,614
Total Revenue	19,794,354	17,339,776	17,339,776	832,338	18,172,114
Revenue Over/(Under) Exp.	277,247	-	(363,464)	(1,636,536)	(2,000,000)
<b>Fixed Asset Expense</b>					
Equipment	1,681,429	1,750,000	1,750,000	-	1,750,000
Vehicles	22,000				
Equip/Lease Purchase	645,225	824,845	824,845	10,940	835,785
Total Fixed Assets	2,348,654	2,574,845	2,574,845	10,940	2,585,785
Budgeted Staffing		118.1	118.1	(8.0)	110.1

### Total Changes in Board Approved Base Budget

Salaries and Benefits	208,400	MOU and retirement.
Services and Supplies	155,064	2% inflation increase.
Total Operating Expense Change	363,464	
Total Revenue Change	-	
Total Revenue Over/(Under)	(363,464)	
Total 2001-02 Operating Expense	17,339,776	
Total 2001-02 Revenue	17,339,776	
Total 2001-02 Revenue Over/(Under)	-	
Total Base Budget Operating Exp	17,703,240	
Total Base Budget Revenue	17,339,776	
Total Base Budget Revenue Over/(Under)	(363,464)	

## INFORMATION SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	171,338	Increased for 1.0 Communication Tech. II addition, step advances and classification changes.
	(177,336)	Decrease funding for 8.0 PSE and transfer of one clerk III to Computer Ops ISF (IAJ).
	<u>(5,998)</u>	
Services and Supplies	47,324	Insurance cost increases from Risk Management.
	19,369	Increased in material purchases and outside telephone services to meet workload changes.
	250,000	Increase in rent for 800 mhz radio because of pending move to a new location.
	2,000,000	Increase in professional services for 800 mhz radio for a three-year contract to complete GIS Partial Base Map.
	<u>2,316,693</u>	
Other Charges	<u>(38,611)</u>	Decrease in interest charges on fully paid lease purchase loans.
Transfers In/Out	<u>78,068</u>	Increased administrative costs allocation & other internal cost transfer changes.
Depreciation	(184,622)	Decrease in 800 mhz radio depreciation for fully depreciated equipment.
	303,344	Increase in telephone operation depreciation to reflect new equipment purchases.
Total Depreciation	<u>118,722</u>	
Total Operating Expense	<u>2,468,874</u>	
Revenues	(1,500)	Decrease in county tel. dir. sales and coin commission.
	833,838	Increase in long distance revenues to reflect current workload and services trends.
Total Revenue	<u>832,338</u>	
Revenue Over/(Under) Exp	<u>(1,636,536)</u>	
Fixed Assets Expense		
Lease Purchase	10,940	Increase principal payments for new loans.
	<u>10,940</u>	



## OVERVIEW OF BUDGET

**DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION**  
**BUDGET UNIT: AAA LAF**

### I. GENERAL PROGRAM STATEMENT

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies. In meeting these responsibilities the Commission: (1) regulates proposed boundary changes for cities and special districts within the County of San Bernardino; (2) determines the spheres of influence for local agencies within San Bernardino County and conducts related municipal service reviews; (3) regulates the formation and dissolution of cities and special districts; and (4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, the Local Agency Formation Commission has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolution of special districts based upon the findings of its special studies. LAFCO costs represent the county's legally mandated contribution to the agency's operating expense. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	464,567	154,856	158,189	161,353
Local Cost	464,567	154,856	158,189	161,353

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

GROUP: Administrative/Executive			FUNCTION: Public Protection		
DEPARTMENT: Local Agency Formation Commission			ACTIVITY: Other Protection		
FUND: General AAA LAF					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Other Charges	158,189	154,856	161,353	-	161,353
Total Appropriation	158,189	154,856	161,353	-	161,353
Local Cost	158,189	154,856	161,353	-	161,353
<b>Total Changes in Board Approved Base Budget</b>					
Other Charges		6,497	Anticipated increase in county's legally mandated contribution.		
Total Appropriation Change		6,497			
Total Revenue Change		-			
Total Local Cost Change		6,497			
Total 2001-02 Appropriation		154,856			
Total 2001-02 Revenue		-			
Total 2001-02 Local Cost		154,856			
Total Base Budget Appropriation		161,353			
Total Base Budget Revenue		-			
Total Base Budget Local Cost		161,353			

## OVERVIEW OF BUDGET

**DEPARTMENT: SCHOOL CLAIMS**  
**AUDITOR/CONTROLLER-RECORDER: LARRY WALKER**  
**SUPERINTENDENT: HERB FISCHER**  
**BUDGET UNIT: AAA SCL**

### I. GENERAL PROGRAM STATEMENT

The function of the School Claims Division is to perform warrant production, control and accounting to include a prepayment examination and audit of the expenditures from the funds of the 33 school districts, 5 community college districts, the 2 regional occupational programs in the county, and from the County School Service Fund of the County Superintendent of Schools. This involves the audit of all payrolls and accounts payable to include contracts and expenses for supplies, materials, services and equipment. The division performs all audits and approval functions required of the County Auditor Controller and County Superintendent of Schools and is jointly responsible to those elected officials. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	1,140,708	1,164,116	1,174,581	1,186,804
Local Cost	1,140,708	1,164,116	1,174,581	1,186,804

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

<b>GROUP: Administrative/Executive</b> <b>DEPARTMENT: School Claims</b> <b>FUND: General AAA SCL</b>			<b>FUNCTION: Education</b> <b>ACTIVITY: School Admin.</b>		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	1,174,581	1,164,116	1,186,804	-	1,186,804
Total Appropriation	1,174,581	1,164,116	1,186,804	-	1,186,804
Local Cost	1,174,581	1,164,116	1,186,804	-	1,186,804
<b>Total Changes in Board Approved Base Budget</b>					
Services and Supplies		22,688	Contractual obligation.		
Total Appropriation Change		22,688			
Total Revenue Change		-			
Total Local Cost Change		22,688			
Total 2001-02 Appropriation		1,164,116			
Total 2001-02 Revenue		-			
Total 2001-02 Local Cost		1,164,116			
Total Base Budget Appropriation		1,186,804			
Total Base Budget Revenue		-			
Total Base Budget Local Cost		1,186,804			

## OVERVIEW OF BUDGET

**DEPARTMENT: SUPERINTENDENT OF SCHOOLS**  
**SUPERINTENDENT: HERB FISCHER**  
**BUDGET UNIT: AAA SCS**

### I. GENERAL PROGRAM STATEMENT

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for the school districts, two regional occupational programs, and provides ancillary services to five Community College Districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to almost 400,000 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	290,301	291,934	290,356	282,224
Local Cost	290,301	291,934	290,356	282,224

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

<b>GROUP: Administrative/Executive</b>			<b>FUNCTION: Education</b>		
<b>DEPARTMENT: Superintendent of Schools</b>			<b>ACTIVITY: School Admin.</b>		
<b>FUND: General AAA SCS</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	290,356	291,934	282,224	-	282,224
Total Appropriation	290,356	291,934	282,224	-	282,224
Local Cost	290,356	291,934	282,224	-	282,224
<b>Total Changes in Board Approved Base Budget</b>					
Services and Supplies	(9,710) Reduction in risk management liability charges, offset partially by inflation increases.				
Total Appropriation Change	(9,710)				
Total Revenue Change	-				
Total Local Cost Change	(9,710)				
Total 2001-02 Appropriation	291,934				
Total 2001-02 Revenue	-				
Total 2001-02 Local Cost	291,934				
Total Base Budget Appropriation	282,224				
Total Base Budget Revenue	-				
Total Base Budget Local Cost	282,224				